



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON GEORGIA 30905-5000


ATZH-TB

10 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1: Open Door Policy

1. REFERENCE: AR 600-20, Army Command Policy
2. The purpose of the memorandum is to announce my policy concerning individuals' rights to present complaints/grievances and to set procedures for those who wish to meet with me personally.
3. Every member of this Brigade has the right to seek remedy for any complaint or grievance they may have. However, I expect all complaints to be addressed at the lowest level.
4. The Chain of Command will be the first avenue for addressing issues and problems. I charge all leaders with taking care of Soldiers and civilian employee issues in a timely manner. Soldiers and Civilians will obtain permission from their appropriate Chain of Command to make an appointment with me. Soldiers will inform their leaders of any request to see the Brigade Commander on the Open Door Policy.
5. Any individual who desires to meet with me may do so by making an appointment with the Brigade Secretary at 791-3800.


JOSEPH K. LAYTON
COL, SC
Commanding

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